

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duty of which is the management of all fire suppression activities for the department on an assigned shift. The Assistant Fire Chief is responsible for the operation of all stations, overseeing the work of the District Fire Chiefs. Employees of this class assume command at the scene of a fire or emergency, direct fire fighting and rescue, and oversee the investigation into the cause and origin of all fires. Assistant Chiefs also maintain records and reports of shift activities, manage supplies needed by that shift, and coordinate training for all shift employees. Employees of this class receive little direct supervision, working independently in most areas with instruction for special assignments received from the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of all fire suppression activities on an assigned shift. Conducts inspections of activities on the assigned shift, evaluates the effectiveness of operations, and takes steps to correct or improve problem areas. Plans, organizes, assigns and directs equipment, apparatus, and personnel on assigned shift. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Supervises subordinate employees at the scene of a fire or emergency. Directs fire fighting, rescue, emergency medical services, handling of hazardous materials, and salvage and overhaul operations. Takes charge of all safety procedures at the scene of a fire or emergency.

Investigates the causes, origins, and circumstances of all fires occurring on an assigned shift. Ensures that the fire scene is secure to prevent removal or damage of arson evidence. Assists arson investigation personnel.

Supervises subordinate employees by assigning, directing, and evaluating work performance. Provides assistance to subordinates in technical areas of work. Counsels employees and resolves employee complaints and grievances. Maintains discipline. Provides for regular employee training, either

formal training or on-the-job training.

Reviews assigned correspondence and takes action by replying or assigning a reply to the appropriate subordinate. Supervises the preparation and maintenance of shift records and reports. Personally completes all required forms and records.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Attends meetings as assigned by the Fire Chief in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire department. Answers telephone inquiries about the operation of the fire department or any related areas of emergency services. Acts as department representative to the news media. Acts as a consultant for volunteer fire departments in surrounding areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Enforces fire prevention laws.

Assists in maintaining inventory of supplies and equipment; orders and disburses supplies as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of District Fire Chief.

Must possess a valid Louisiana driver's license.

LC	01-25-46
Rev	08-18-55
	01-07-57
	06-13-75
	10-18-90
	05-05-95
	01-28-00
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